



Loyola University Chicago

Student Information System

Early-Alert Grade Entry through LOCUS

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Early Alert Grades

Early Alert Grades are entered for Undergraduate students who are struggling academically.

You only need to enter the grade if, at mid-term, the student has one of the following grades:

C-

D

D+

F

NR (enter NR for students who have never attended the class section you are instructing.)

Note that grades of “W” or “WF” are for administrative withdrawal and will automatically populate for students who have dropped a class section.

Early Alert Grades are able to be entered the eighth week of the semester and **the Office of Academic Advising will review the grade and contact the struggling student.**

Log into the University network using your network ID and password.
1. Open an Internet Explorer or Mozilla FireFox session.

The screenshot shows the Loyola University Chicago website. At the top right, there is a navigation bar with links for Home, A-Z Index, Contact Us, Directories, and LOCUS. Below the navigation bar is a search box with a 'SEARCH' button and a 'LINKS' button with a dropdown arrow. A yellow callout bubble with a pointer to the 'LOCUS' link contains the text: "2.) Click the LOCUS link." The main header features the Loyola University Chicago logo and the motto "Preparing people to lead". Below the header is a large banner image of students walking on a campus path. On the left side of the banner, there is a maroon vertical box with the number "82" and the text "COUNTRIES REPRESENTED IN STUDENT BODY". On the right side of the banner, there is a circular "APPLY NOW" button with the URL "LUC.edu/applyLUC". Below the banner is a grid of navigation links organized into six columns: About Loyola, Academics, Admission, Campus Life, Resources, and News and Events. At the bottom of the page, there is a "PARTNER" banner for "The CAMPAIGN FOR THE FUTURE OF LOYOLA" and a footer with the text "CHICAGO | ROME | BEIJING". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom level.

Welcome to LOCUS

Universal ID:

Password:

Please use your Loyola Universal ID and password to log in to LOCUS. This is the same ID and password you use to log in to Loyola's campus computers. If you do not have a Loyola Universal ID you can [sign in as a Visitor](#).

- Maintain your password using the [Personal Account Manager \(PAM\)](#)

LOCUS Help

- [Sign-In Help](#)
- [How to Sign in as a Visitor](#)
- [Frequently Asked Questions](#)
- [Performing a Class Search in LOCUS](#)
- [Enrolling for Classes in LOCUS](#)
- [Dropping & Swapping a Class](#)
- [Special Instructions for Blackboard Users](#)

3. Log into LOCUS using your network ID and password.

Welcome

Loyola's PeopleSoft/LOCUS is a friendly space.

Student, Faculty or Staff each have unique centers designed to provide a "one stop shopping experience" that will greatly enhance one's educational record keeping and support services experience.

Special Training. Go to <http://www.luc.edu/locustraining> for a complete list of training opportunities.

If you have any questions or comments about the new upgrade or training schedule, please direct your inquiry via e-mail to locus@luc.edu.

LOYOLA'S ONLINE CONNECTION TO UNIVERSITY SERVICES

LOYOLA UNIVERSITY CHICAGO Information Services 6625 N. Sheridan Road, Chicago, IL 60626 locus@luc.edu

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The President and officers of Loyola University Chicago reserve the right to change information, regulations, requirements and procedures announced in our catalog; to change the requirements for admission, graduation or degrees; to change the arrangements, scheduling, credit or content of courses; and to change the fees listed in our catalog.

The University reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of the University to do so and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness of purpose, or active cooperation in all requirements for acceptable scholarship.

My Page News

Enterprise Menu

- Personal Portfolio
- Search for Classes
- Campus Solutions TRN

Faculty Center

- Faculty Center

4.) Select the Faculty Center.

Services · 6525 N. Sheridan Road, Chicago, IL 60626 · uc.edu

LOYOLA
UNIVERSITY CHICAGO

Home | Worklist | Add to Favorites | Sign out


Jane Doe

Faculty Center | Advisor Center | Search | Learning Management

Faculty Center

My Schedule

Spring 2010 | Loyola U

5.) Click the grade roster icon  for the section you wish to enter Early Alert Grades.

Note: The system will default to the most current active term you are teaching.

Note: The icons above the teaching schedule are informational only.

Class Roster | Grade Roster | Learning Management

Section	Enrolled	Days & Times	Room	Class Dates
CATH 200-001 (1027) Intern Topics Catholic Studies (Lecture)	0	TuTh 10:00AM - 11:15AM	Dumbach Hall - Room 117	Jan 19, 2010 - May 11, 2010
CLAS 277-001 (9227) World of Late Antiquity (Lecture)	41	TuTh 10:00AM - 11:15AM	Dumbach Hall - Room 117	Jan 19, 2010 - May 11, 2010
LATN 284-001 (9233) The Age of Augustus (Lecture)	7	TuTh 1:00PM - 2:15PM	Information Commons - Room 111	Jan 19, 2010 - May 11, 2010
LATN 303-001 (4176) Latin Composition (Lecture)	1	TuTh 10:00AM - 11:15AM	TBA	Jan 19, 2010 - May 11, 2010
LATN 345-001 (9234) Horace (Lecture)	3	TuTh 1:00PM - 2:15PM	Information Commons - Room 111	Jan 19, 2010 - May 11, 2010

You can view your current class enrollment numbers.

My Exam Schedule > Spring 2010 > Loyola University Chicago

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center | Advisor Center | Search | Learning Management

Trusted sites | 100%

[View FERPA Statement](#)


Spring 2010 | Regular Academic Session | Loyola University Chicago | Undergraduate

▼ **LATN 284 - 001 (9233)** [change class](#)

The Age of Augustus (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 1:00PM-2:15PM	Information Commons - Room 111	Jane Doe	01/19/2010 - 05/11/2010	Age of Augustus


Display Options:

*Grade Roster Type 

Display Unassigned Roster Grade Only

The *Grade Roster Type* should read "Mid-Term Grade"

6.) Select a grade from the Roster grade pull down menu.


Student Grade 

ID	Career	Name	Roster Grade	Official Grade	Grade Basis
<input type="checkbox"/> 1	GRAD	Jones, Felicia	NR		GRD
<input type="checkbox"/> 2	UGRD	Louis, Ferdinand		W	GRD
<input type="checkbox"/> 3	UGRD	Shakespeare, William			GRD
<input type="checkbox"/> 4	UGRD	Smith, Jack			GRD
<input type="checkbox"/> 5	UGRD	Weir, Peter			GRD
<input type="checkbox"/> 6	UGRD	Wilco, Roger A.			GRD
<input type="checkbox"/> 7	UGRD	Wilson, John			GRD

View All | [Download](#) | Rows 1 - 7 of 7

[Select All](#) | [Clear All](#)

[notify selected students](#) | [notify all students](#)

 A
A-
B
B+
C
C-
C+
D
D+
F
I
NR

SAVE

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | Loyola University Chicago | Undergraduate

▼ **LATN 284 - 001 (9233)** [change class](#)

The Age of Augustus (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 1:00PM-2:15PM	Information Commons - Room 111	Jane Doe	01/19/2010 - 05/11/2010	Age of Augustus

Display Options:

*Grade Roster Type ▼

Display Unassigned Roster Grade Only

Student Grade

	ID	Career	Name	Roster Grade	Official Grade	Grade Basis
<input type="checkbox"/>		GRAD	Jones, Felicia	<input type="text" value="NR"/> ▼		GRD
<input type="checkbox"/>		UGRD	Louis, Ferdinand	<input type="text" value=""/> ▼	W	ADM
<input type="checkbox"/>		UGRD	Shakespeare, William	<input type="text" value="D"/> ▼		GRD
<input type="checkbox"/>		UGRD	Smith, Jack	<input type="text" value=""/> ▼		GRD
<input type="checkbox"/>		UGRD	Weir, Peter	<input type="text" value=""/> ▼		GRD
<input type="checkbox"/>		UGRD	Wilco, Roger A.	<input type="text" value=""/> ▼		GRD
<input type="checkbox"/>		UGRD	Wilson, John	<input type="text" value=""/> ▼		GRD

View All Rows 1 - 7 of 7

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

Note: Save frequently, especially if you have a class in which many students are enrolled or if you pause to perform another task.

7.) When you are finished entering early alert grades, click "Save".

Remember, you only need to enter the following Early Alert Grades:

- C-
- D
- D+
- F
- NR (enter NR for students who have never attended the class section you are instructing.)

Grades of "W" or "WF" are for administrative withdrawal and will automatically populate for students who have withdrawn from a class section.